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3 February 1955

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Reports

MEMORANDUM FOR: Inspector General
Deputy Director (Plans)

SUBJECT : Administrative Reports Requested from the
Field.

1. During our conversations with Mr. Dulles and General Cabell last Saturday you again indicated your feeling that there is an excessive number of administrative reports required from field stations.

2. In response to earlier expressions along this line I forwarded a memorandum, a copy of which is attached, to the Chief of Administration, Office of the Deputy Director (Plans), on 22 June 1954. This memorandum and its attachment indicate that an excessive number of reports from field installations is not being required by Offices under the jurisdiction of the Deputy Director (Administration). I, of course, do not know what additional reports are required by DD/P components and it is entirely possible that the cumulative total may be excessive.

3. In any case, I earnestly request that you consider the matter further and bring to my attention any reports required of field stations by central administrative offices which you consider to be undesirable or unnecessary.

DA-DD/A:RBS:hh (1 Feb 55)

DD/A:LKW:laq (2 Feb 55)

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131
L. E. WHITE
Deputy Director
(Administration)

1 att.

Memo dtd 22 Jun 54 to COA/DDP
fr DD/A, sub: "Reports Required
from Field Installations on Ad-
ministrative Matters," w/att.

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12-24-78

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Approved For Release 2002/02/05 : CIA-RDP78-04718A001800110026-4

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Attachment